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Environmental Restoration Project Quality Procedure

for: **Document Control**



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Revision Log

<i>Revision No.</i>	<i>Effective Date</i>	<i>Prepared By</i>	<i>Description of Changes</i>	<i>Affected Pages</i>
0	8/25/99	Barry Drennon	New QP	All
1	09/25/02	E. Jeanne Hamilton	Complete rewrite; document current-improved process.	All

Document Control

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Document Control

1.0 PURPOSE

This QP states the responsibilities and describes the process for controlling Los Alamos National Laboratory (Laboratory), Environmental Restoration (ER) procedures and plans.

2.0 SCOPE

- 2.1 The **ER project** shall implement this mandatory QP when developing or revising an ER procedure or plan.
- 2.2 **Subcontractors** may follow this quality procedure (QP) when developing or revising an ER procedure or plan.

OR

- 2.3 **Subcontractors** may use the subcontractor's procedure as long as the substitute meets the requirements prescribed by the ER Project Quality Management Plan, and the Environmental Restoration (ER) Project's Quality Program Project Leader (QPPL) approves the procedure before starting designated activities.

3.0 TRAINING

- 3.1 **ER Project personnel** shall train to and use the current version of this QP; contact the author if the QP text is unclear.
- 3.2 **ER Project personnel** using this QP shall document training in accordance with LANL-ER-QP-2.2, Personnel Orientation and Training; the training database is located at <http://erinternal.lanl.gov/Training/login.asp>.
- 3.3 The responsible **supervisor** shall monitor the proper implementation of this procedure and ensure that the appropriate personnel complete all applicable training assignments.

4.0 DEFINITIONS

- 4.1 *Document*—As used in this QP, a document is a written or pictorial compilation of information that describes, defines, specifies requirements, procedures, and/or plans.
- 4.2 *Document control*—According to this procedure, document control is the act of assuring that the most recent versions of approved documents are available for users.

- 4.3 *Effective date*—The date that a new/revised procedure is sent to the web for publication.
- 4.4 *Document-Control Master List*—A list of procedures maintained and used in accordance with this procedure.
- 4.5 *Final document*—A document is a final document when the Document Signature Form is complete, i.e., contains all required review/approval signatures.
- 4.6 *Plan's current-version identification*—A plan's most current version is identified and controlled by title and date, with issuance by the owner to appropriate personnel.
- 4.7 *Procedure's current-version identification*—The DCC designates a procedural record with either an identifying number relating to a particular subject or function in the ER QMP, requirement criteria, e.g., ER-QP-4.5, Document Control, from Criterion 4.0, Documents and Records, or an identifying number relating to a particular subject, work operation, or function, e.g. LANL-ER-SOP-01.01, General Instructions for Field Investigations, in "General Instructions" SOP category, including a revision number beginning with revision 0.

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure.

- Author
- Document Control Coordinator (DCC)
- Quality Program Project Leader (QPPL)
- ER Personnel
- Supervisor
- Users
- Web Coordinator

6.0 REFERENCES

To implement properly this QP, **ER Project personnel** should become familiar with the contents of the following documents located at http://erinternal.lanl.gov/home_links/Library_proc.shtml:

- Quality Management Plan
- LANL-ER-QP-2.2, Personnel Orientation and Training
- LANL-ER-QP-3.2, Lessons Learned

- LANL-ER-QP-4.1, Quality Procedure Development
- LANL-ER-QP-4.4, Record Transmittal to the Records Processing Facility
- LANL-ER-QP-4.9, Document Development and Approval Process: Peer Review Required
- DI-4.6, Formatting Electronic Records for Web Publication

7.0 PROCEDURE

Reference Attachment A, Document Control Process Flow Diagram, for a pictorial representation of this work process.

7.1 Control a Plan

- 7.1.1 If the document is a plan, e.g., Corrective Measures Study (CMS), etc., the **author** shall follow LANL-ER-QP-4.9, Document Development and Approval Process: Peer Review Required or LANL-ER-QP-4.10, Document Development and Approval Process: Peer Review Not Required, e.g., for a SSHASP.
- 7.1.2 The **author** shall provide a copy to users, demonstrating appropriate control.
- 7.1.3 The **author** shall transmit the record copy to the RPF according to QP-4.4.

7.2 Control a Procedure

- 7.2.1 The **author** shall inform the QPPL of any required procedural development or revision.
- 7.2.2 The **author** shall request the appropriate, controlled-identification number, e.g., new procedural number or appropriate revision number, from the DCC.
- 7.2.3 The **DCC** shall reference the controlled, Document-Control Master List, kept in the QII, Document Control folder on the ER intranet, for the appropriate identification number (see Section 4.7 above).
- 7.2.4 The **DCC** shall assign the appropriate identification number.
- 7.2.5 The **DCC** shall update the Document-Control Master List file with all pertinent information, e.g., date identification issued, catalog number, title, author, etc.
- 7.2.6 The **DCC** shall notify the author of the appropriate identification.

7.3 Transmit Electronic File

- 7.3.1 The **DCC** shall transmit controlled-electronic file to the author, if procedure is a revision.

- 7.3.2 The **author** shall follow QP-4.9, Document Development and Approval Process: Peer Review Required.
- 7.3.3 Upon document approval, the **QPPL** shall sign the Signature Form.
- 7.3.4 The **QPPL** shall transmit the electronic file and Signature Form to the DCC.
- 7.4 Format Electronic File

The **DCC** shall format the electronic-record file according to the process documented in DI-4.6, Formatting Electronic Record Files for Web Publication.
- 7.5 Transmit Record
 - 7.5.1 The **DCC** shall print out the final electronic .doc file.
 - 7.5.2 The **DCC** shall transmit the hardcopy with the associated, completed Signature Form to the RPF according to QP-4.4.
 - 7.5.3 The **DCC** shall copy all .doc files into the RPF “MASTER DROP BOX” according to QP-4.4.
- 7.6 Web-Publish Procedure
 - 7.6.1 The **DCC** shall send an e-mail notification to the Web Coordinator of the procedure’s web-publication requirement with all related files attached, copying the QPPL on the e-mail.
 - 7.6.2 The **web coordinator** shall web-publish the procedure and related forms, as required.
 - 7.6.3 The **web coordinator** shall send an e-mail notification to the DCC of web publication.
 - 7.6.4 The **DCC** shall review the web-published procedure and any associated forms on the internal and external websites for proper publication and web-link operation.
 - 7.6.5 The **DCC** shall send an e-mail notification to the QPPL of the new/revised procedure’s web-publication.
 - 7.6.6 The **QPPL** shall send an e-mail notification to all appropriate ER personnel that the new/revised procedure is available for use.
 - 7.6.7 The **DCC** shall ensure the complete update of the Document-Control Master List, including web-publication date.
- 7.7 Manage Procedure Review
 - 7.7.1 According to requirements in QPs-4.1 and -4.2, the **DCC** shall quarterly review the ER Document-Control Master List on the ER intranet, noting which procedures are approaching two years old.

- 7.7.2 The **DCC** shall send authors or ER contacts, if subcontractors, ER Procedure-Review Forms (Attachment B) for those procedures that are more than two years old.
- 7.7.3 Upon receipt from the reviewers, the **DCC** shall transmit all ER Procedure-Review Forms to the RPF according to QP-4.4.
- 7.7.4 The **DCC** shall track review status, copying the QPPL on all communication.

8.0 LESSONS LEARNED

- 8.1 Prior to performing work, **ER personnel** should access the Department Energy lessons learned web page, located at [Department Of Energy Lessons Learned](#) and/or the Los Alamos National Laboratory lessons learned web page, located at [Lessons Learned](#) to find applicable lessons learned that may aid in the performance of their tasks.
- 8.2 When documenting lessons learned during the performance of work, **ER personnel**, as appropriate, shall identify, document, and submit lessons learned, as appropriate, in accordance with LANL-R-QP-3.2, Lessons Learned, located at http://erinternal.lanl.gov/home_links/Library_proc.shtml.

9.0 RECORDS

The **DCC** shall submit the following records to the Records Processing Facility, in accordance with LANL-ER-QP-4.4, Record Transmittal to the Records Processing Facility:

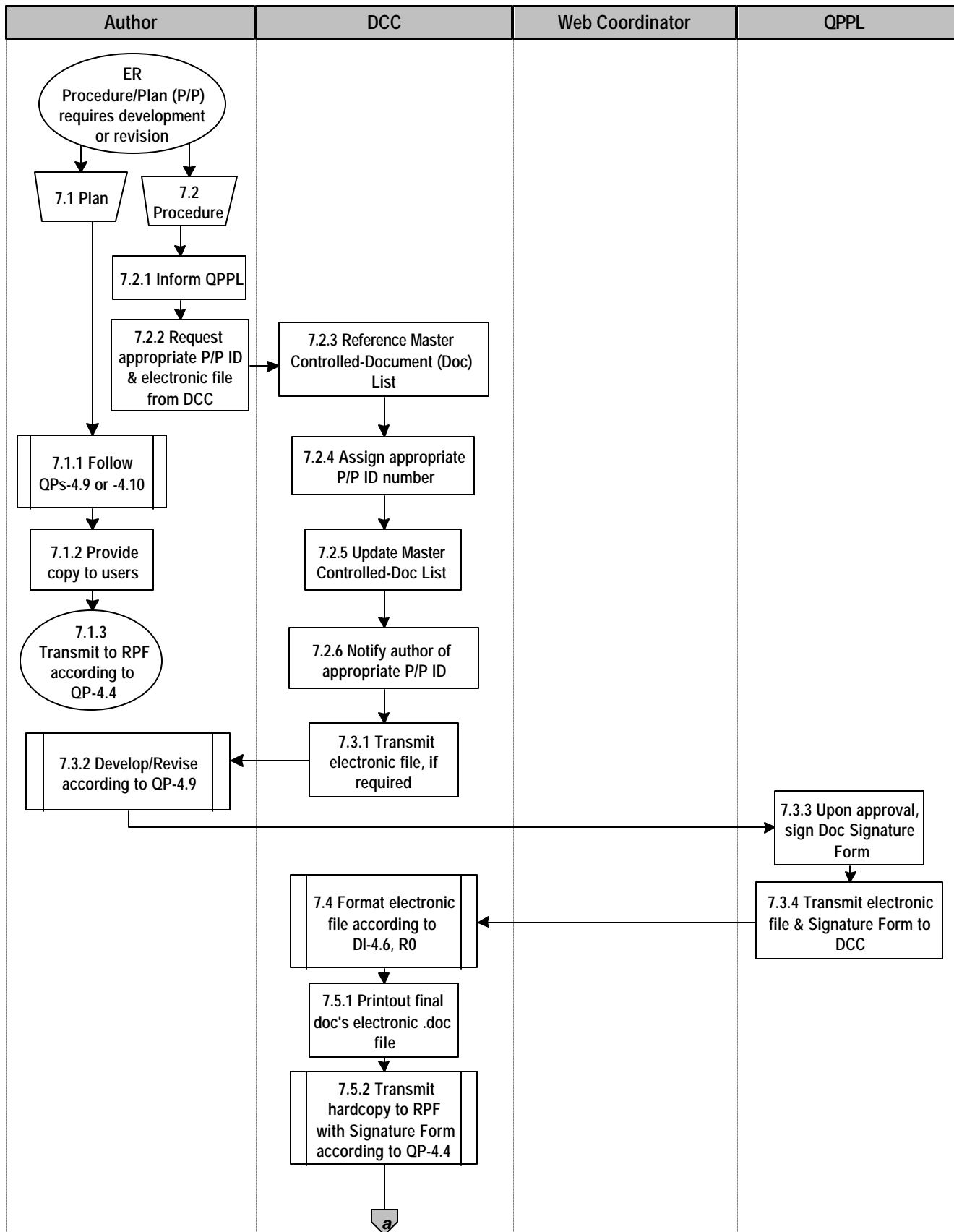
- ER Procedure-Review Forms
- Procedure's ER Document Signature Form
- Procedure's Electronic File
- Procedure's Hardcopy

10.0 ATTACHMENTS

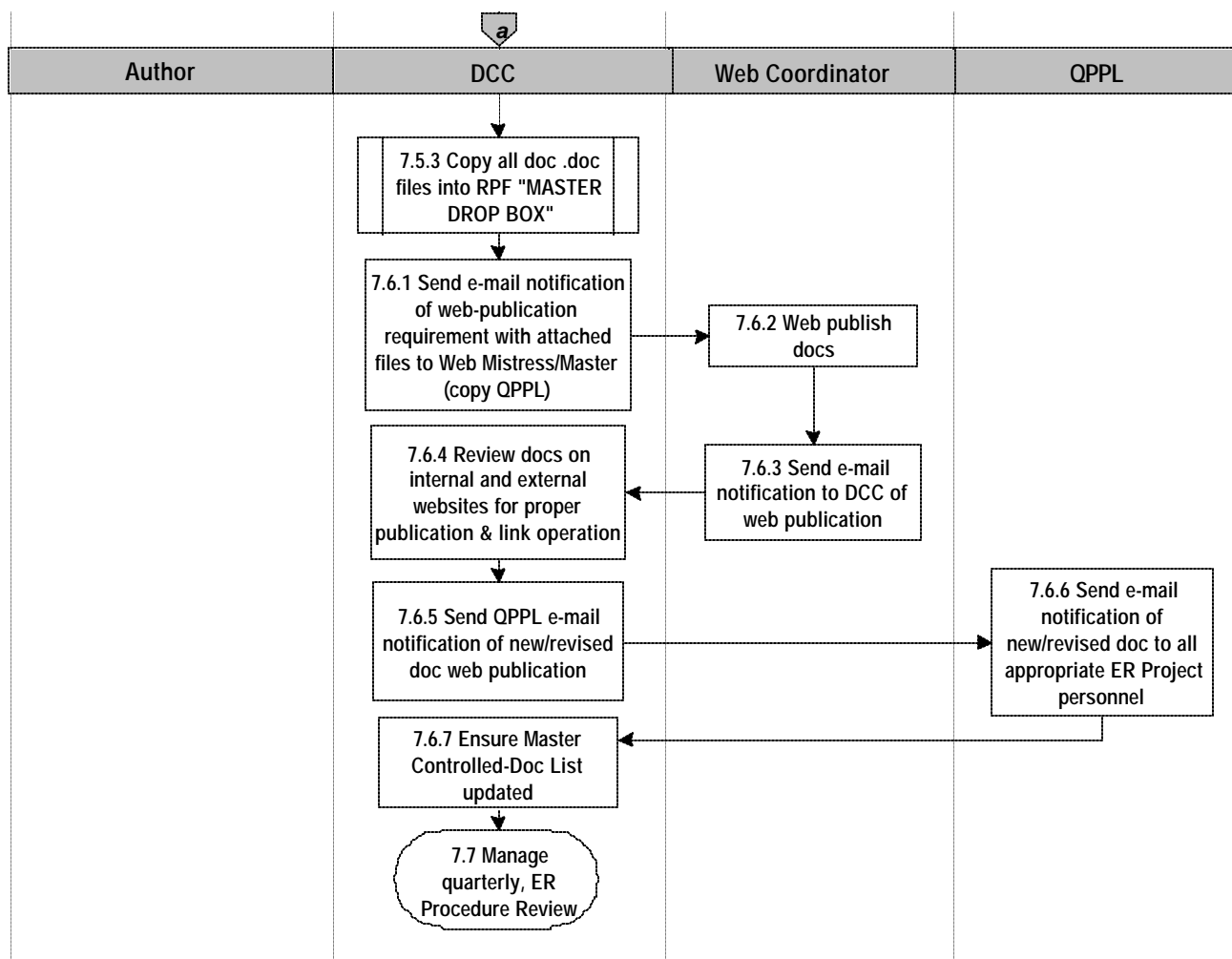
Attachment A: Document Control Process Flow Diagram (2 pages)

Attachment B: ER Procedure-Review Form (1 page) located at <http://erinternal.lanl.gov/Quality/user/forms.asp>

Document Control Process Flow Diagram



Document Control Process Flow Diagram (Cont.)



ER Procedure-Review Form

I reviewed _____ [Procedure ID], Rev. __, _____
_____ [Title], _____ [Effective Date], and determined
that the procedure

- ☐ documents current processes and is adequate for intended use.
(Complete checklist below before checking this box.)
- ☐ Organization, personnel titles, and personnel responsibilities align with current organizational structure.
 - ☐ References, documents, records, and forms align with current practices/processes.
 - ☐ Process flow charts, tables, and figures represent current practices/processes.
 - ☐ Methods and procedures align with current practices/processes.

- ☐ requires revision.
(Complete information below before checking this box.)

(Revision Author)

(Projected Completion Date)

Comments:

(Print name and sign.)

(Date)

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**Los Alamos
Environmental Restoration**